



DEPARTMENT OF SUSTAINABLE DEVELOPMENT- CODE COMPLIANCE

VACATION RENTAL REGISTRATION APPLICATION

Rev: 3 | Revision Date: 7/11/2016 | Print Date: 7/27/16
I.D. Number: DSD-CC-01

Select All That Apply	
New Application	<input type="checkbox"/>
Renewal Registration	<input type="checkbox"/>
Certificate of Compliance #	<input type="checkbox"/>
Update Application	<input type="checkbox"/>

Background: Article X. – Vacation Rentals, of Chapter 15 – Business Tax Receipts and Miscellaneous Business Regulations, of the Code of Ordinances of the City of Fort Lauderdale, provides for regulation of vacation rentals as defined in Section 509.242, Florida Statutes (2015).

Definition of Vacation Rental: Any unit or group of units in a condominium or cooperative or any individually or collectively owned single-family, two-family, three-family, or four-family house or dwelling unit that is rented to Transient Occupants more than three (3) times in a calendar year for periods of less than thirty (30) days or one (1) calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to Transient Occupants, but that is not a timeshare project.

Vacation Rental Fee Schedule (Per Unit)	
Vacation Rental New Registration Fee	\$750.00
Renewal Registration Fee	\$500.00
Safety Inspection, Re-Inspection and No-Show Inspection	\$75.00
Late Registration Payment Fee	\$75.00
Transfer Rental Agent Fee	\$35.00

This packet includes the following documents:

1. Vacation Rental Application
2. Vacation Rental Affidavit of Compliance
3. Resources/Agency Contact Information
4. Vacation Rental Inspection Checklists

Property Owner Contact Information	
Name	_____
Primary Phone	_____ Secondary Phone _____
Home Address	_____
Mailing Address	_____
Email	_____
Responsible Party?	Yes _____ No _____

Responsible Party Contact Information (If party is not the property owner)	
Name	_____
Primary Phone	_____ Secondary Phone _____
Home Address	_____
Mailing Address	_____
Email	_____

Note: The responsible party must live within a 25-mile radius of the property and must be available 24/7 to answer and respond to complaints and/or address violations at the property. The responsible party must be situated close enough to the property as to be able to, and shall, respond to emergency calls within one (1) hour of notification.



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Property Information

Vacation Rental Address _____

of Bedrooms _____

of Garbage Receptacles _____

of Bathrooms _____

of Parking Spaces _____

Does the property have the following?	Yes	No
Waterway		
Dock		
Swimming Pool		
Spa		
Hot Tub		

Documents Required to be Submitted with Application	Yes	No
Complete and signed Vacation Rental Compliance Affidavit.		
Power of Attorney, if applicant does not own the property.		
If there are multiple units, a separate application will be submitted for each unit <u>or</u> a letter stating the other units are not vacation rentals will be submitted.		
Lease agreement that includes information required in subsection 15-278.		
A sketch of location of the off-street parking spaces.		
Proof of registration with the Florida Department of Revenue for sales tax collection.		
Proof of registration with Broward County for Tourist Development Tax. This tax is formally known as the Broward County Occupational License.		
Proof of licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment for the entity and/or property.		

Signature of the applicant/owner grants authorization to the City of Fort Lauderdale staff to inspect the premises of the vacation rental unit prior to the issuance of the vacation rental certificate and at any other time after issuance of certificate concerning compliance with City of Fort Lauderdale Chapter 11. Signature also certifies that the owner/responsible party has read and examined this application and knows that same is true and correct.

Applicant Name (Please print): _____

Applicant Signature: _____ Date: _____



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Affidavit of Compliance

Property Address: _____

Date: _____

STATE OF FLORIDA

COUNTY OF BROWARD

BEFORE ME, the undersigned authority, personally appeared _____, who, after being duly sworn, says he/she personally knows the facts stated herein.

1. I am, on the date this Affidavit is signed by me, the known owner of or person who is a principal of an entity that owns the residence located at _____ within the City of Fort Lauderdale, Florida.
2. On _____ I submitted an application for registration of the residence as a Vacation Rental and request for a Certificate of Compliance to the City of Fort Lauderdale.
3. I hereby certify that the Vacation Rental is in compliance with the provision of Chapter 15, Article X of the City of Fort Lauderdale Code of Ordinances and other applicable local, state, and federal laws, regulation, and standards to include, but not be limited to Chapter 509, Florida Statutes, and Rules, Chapter 61C and 69A, Florida Administrative Code, and will continue to operate within those guidelines including but not limited to the following:

Vacation Rental Compliance Requirements and Standards:

1. **Licensing:** Obtain and maintain City of Fort Lauderdale Business Tax Receipt, Broward County Business Tax Receipt, Florida Department of Revenue certificate of registration for purposes of collecting and remitting tourist development taxes, sales surtaxes and transient rental taxes, Broward County for Tourist Development Tax; and Department of Business and Professional Regulation license as a transient public lodging establishment.



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2. **Interior Posting:** There shall be posted, next to the interior door of each bedroom a legible copy of the building evacuation map – Minimum 8-1/2" by 11". Minimum vacation rental lessee information. A statement advising the Occupant that any sound shall not be plainly audible for a period of one (1) minute or longer at a distance of twenty-five (25) feet or more when measured from the source property line between the hours of 10:00 p.m. and 7:00 a.m. daily and at a distance of fifty (50) feet or more when measured from the source property line between the hours of 7:00 a.m. and 10:00 p.m. daily. A sketch of the location of the off-street parking spaces. The days and times of trash pickup; the notice of sea turtle nesting season and sea turtle lighting regulations, if applicable. The location of the nearest hospital. The City's non-emergency police phone number. A legible copy of the building evacuation map – Minimum 8-1/2" by 11" posted next to the interior door of each bedroom.
3. **Trash Pick-Up:** No solid waste container shall be located at the curb for pickup before 6:00 p.m. of the day prior to pick up, and solid waste container must be removed before midnight of the day of pickup. The property must be free of garbage and litter except the storage of garbage, and litter in authorized receptacles.
4. **Parking:** All vehicles associated with the Vacation Rental must be parked in compliance with Chapter 26 of the Code of Ordinances of the City of Fort Lauderdale.
5. **Maximum Occupancy:** One (1) person per one hundred fifty (150) gross square feet of permitted, air-conditioned living space, and two (2) persons per sleeping room, meeting the requirements for a sleeping room.
6. **Responsible Party:** Inform all guests, in writing, prior to occupancy of the property of applicable City of Fort Lauderdale ordinances concerning noise, vehicle parking, garbage, and common area usage with a copy of the applicable City of Fort Lauderdale ordinances printed in the English language and posted prominently near the main entrance of the establishment.
7. **Advertising:** Any advertising of the vacation rental shall conform to information included in the Vacation Rental Certificate of Compliance and the property's approval, particularly as it pertains to maximum occupancy.
8. **Property Owner/Responsible Party:** The City Manager or his designee must be provided notice of any change of responsible party within fifteen (15) days of such change. The responsible party must be available to address and coordinate solutions to problems with the rental of the property twenty-four (24) hours a day, seven (7) days a week. I also understand and agree that the responsible party must be within a 25-mile radius of the subject property and available to respond to emergency calls within one (1) hour of notification. The property owner/responsible party must comply with all applicable city, county, state and federal laws, rules, regulations, ordinances, and statutes. Other



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properties are not jointly shared commodities and should not be considered available for use by transient occupants of the property subject of the application.

9. **Sexual Offenders:** It is unlawful to allow another person to occupy any residential property as a Vacation Rental within the City of Fort Lauderdale, with the knowledge that it will be occupied by a person prohibited from establishing a permanent residence or temporary residence at said residential property pursuant to section 16-127 of the Code of Ordinances, if such place, structure, or part thereof, trailer or other conveyance, is located within one thousand four hundred (1,400) feet of any school, designated public school bus stop, child day care facility, park or playground or other place where children regularly congregate as described in Article VI, Chapter 16 of the Code of Ordinances.

I hereby also acknowledge that the approval of this Certificate of Compliance shall in no way permit any activity contrary to the City of Fort Lauderdale Code, or any activity that would constitute a nuisance under state or local law. I understand and acknowledge that the approval for use of this residence as a vacation rental is based on my representations to city staff, and does not in any way constitute an evaluation or determination of legal or Legal Non-conforming status of the improvements on this site. I further acknowledge that it is my responsibility, as property owner and/or responsible party, to ensure that the conduct of this vacation rental is not contrary to any ordinance, code or restriction which may govern the property on which the vacation rental will be conducted, which property address is referenced above. I acknowledge that any misrepresentation made by me or by my agent in applying for this certificate may render the certificate invalid.

Property Owner(Please print): _____

Property Owner Signature: _____ Date: _____

Responsible Party Name: _____

Responsible Party Signature: _____ Date: _____



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Required Licenses and Certificates (These agencies are listed in the order that they must be applied for)	
Florida Department of Business and Professional Regulation Licensure for Transient Public Lodging Establishment	http://www.myfloridalicense.com/dbpr/index.html
Florida Department of Revenue Sales Tax Collection Registration	http://dor.myflorida.com/dor/taxes/registration.html
Broward County Business Tax Receipt Formerly Known As: Broward County Occupational License	Board of County Commissioners, Broward County, Florida Finance and Administrative Services Department REVENUE COLLECTION DIVISION ~ Tax & License Section 115 S. Andrews Avenue Room A-100, Fort Lauderdale, Florida 33301 (954) 831-4000 https://www.broward.org/RecordsTaxesTreasury/TaxesFees/Documents/OccupationalLicense.pdf
Broward County Tourist Development Tax	Office Location: 115 S. Andrews Avenue, Room A-110, Fort Lauderdale, FL 33301 Mailing Address: Tourist Development Tax Section Broward County Tax Collector 115 S. Andrews Avenue, Room A-110 Fort Lauderdale, FL 33301 Phone: 954-357-8455 Fax: 954-357-6524 Email: touristax@broward.org
City of Fort Lauderdale Business Tax Receipt	City of Fort Lauderdale City Hall 100 North Andrews Avenue, 1st Floor Fort Lauderdale, FL 33301 Hours: 8:00 a.m. - 4:30 p.m., Monday through Friday Phone: 954-828-5195 Email: vacationrental@fortlauderdale.gov Application: http://www.fortlauderdale.gov/home/showdocument?id=6332 Payments: https://ebiz.fortlauderdale.gov/egovplus/license/buslic.aspx
Additional Resources	
Sunbiz Worksheet (This is the sheet with the info for the registered agent, managing member and information regarding the filing status with the State of Florida)	http://www.sunbiz.org/
City of Fort Lauderdale Code Compliance – Vacation Rental Program	vacationrental@fortlauderdale.gov (954) 828-5207 Option 2 Email complaints: code@fortlauderdale.gov
City of Fort Lauderdale - 24 Hour Customer Service	(954) 828-5000 http://www.fortlauderdale.gov/departments/city-manager-s-office/public-affairs-office/lauderserv



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Property Address	
Inspector Name	
Inspection Date	
Business Tax ID	

Required Documents	Pass	Fail	N/A
Completed and Signed Vacation Rental Application			
Responsible Party's Address is within 25 miles of the vacation rental.			
Lease agreement that includes information required in subsection 15-278.			
Sunbiz Worksheet for properties owned by corporate entities)			
Sketch of parking spaces			
Proof of licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment.			
Proof of registration with the Florida Department of Revenue for sales tax collection.			
Proof of Broward County Business Tax Receipt			
Proof of registration with Broward County for Tourist Development Tax.			
Proof of Payment of the Vacation Rental and Business Tax Fee payment			

Staff comments/notes:



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Code Inspection Checklist	Pass	Fail	N/A
Two (2) persons per bedroom, for all rooms that meet the minimum requirements of a bedroom.			
The required amounts of trash receptacles are available at the property.			
The conditions of the interior and exterior of the property comply with minimum housing standards.			
Perimeter of property, public sidewalk, and swale are free of overgrowth/trash/debris. Landscaping is well maintained.			
If present, trailer, RV or boat on trailer are enclosed in garage or carport that is fully screened from public view.			

The below items are posted within the property:	Pass	Fail	NA
Next to the interior door of each bedroom, a legible copy of the building evacuation map – Minimum 8-1/2" by 11". The map should be in plain sight. The map should not be placed behind doors or walls.			
Minimum vacation rental lessee information. The vacation rental lessee shall be provided with a copy of the information required in subsection 15-278 and shall post the following conspicuously within the establishment:			
A statement advising the Occupant that any sound shall not be plainly audible for a period of one (1) minute or longer at a distance of twenty-five (25) feet or more when measured from the source property line between the hours of 10:00 p.m. and 7:00 a.m. daily and at a distance of fifty (50) feet or more when measured from the source property line between the hours of 7:00 a.m. and 10:00 p.m. daily.			
A sketch of the location of the off-street parking spaces.			
The days and times of trash pickup.			
The notice of sea turtle nesting season and sea turtle lighting regulations, if applicable.			
The location of the nearest hospital.			
The City's non-emergency police phone number.			

Inspector's comments/notes:



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Florida Building Code Inspection Checklist	Pass	Fail	N/A
Swimming Pool/Spa/Hot Tub Safety Child barrier fence (removable child barriers). (If the child barrier is directly around the pool/spa/hot tub, neither the alarms nor the perimeter fence is required.) Or Access gates for the perimeter fence shall be self-closing and self-latching with a locking device located on the poolside of the gate, and is located no less than 54" from the bottom of the gate. The gate must swing away from the pool.			
Alarms for Perimeter Fence (If) Any window or door facing the pool shall be equipped with an exit alarm complying with UL 23017 that has a minimum sound pressure rating of 85 dB A at 10 feet (3048 mm).			
Maximum Occupancy. Two persons per bedroom.			
Smoke and carbon monoxide (CO) detection and notification system. If an interconnected and hard-wired smoke and carbon monoxide (CO) detection and notification system is not in place within the vacation rental unit, then an interconnected, hard-wired smoke alarm and carbon monoxide (CO) alarm system shall be required to be installed and maintained on a continuing basis consistent with the requirements of Section R314, Smoke Alarms, and Section R315, Carbon Monoxide Alarms, of the Florida Building Code – Residential.			
Fire extinguisher. A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected, and maintained in accordance with NFPA 10 on each floor/level of the unit. The extinguisher(s) shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location.			

Inspector's comments/notes:



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NOTICE OF FAILURE

Based on the review of the application, affidavit, and the inspection of the property, a Certificate of Compliance will be issued, once all violations are corrected.

Denied Access/No Show for Appointment Date: ____/____/____.

\$75.00 fee to be charged & Notice of Hearing to be Issued.

Sec. 15-279(c) The inspections shall be made by appointment with the Responsible Party. If an appointment is made and the Responsible Party denies access the Property owner will be charged a "no show" fee.

Sec. 15-279(d). Initial and Routine Compliance Inspections of Vacation Rentals.

If the Inspector(s) is denied access by the Vacation Rental Responsible Party or if the Inspector fails in at least three (3) attempts to complete an initial or subsequent inspection of the rental unit, the Inspector(s) shall provide Notice of Failure of Inspection to the owner of the address shown on the existing Vacation Rental Certificate of Compliance or the application for Vacation Rental.

Inspector Name	
Inspector Email	
Inspector Phone	
Date	